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Subject: M6H1 – Harvey Response - Demobilization Plan & Documentation Closeout Information
Date: Wednesday, September 20, 2017 4:04:36 PM
Attachments: [DEMOBILIZATION PLAN - 9.19.17 \(002\).pdf](#)

Good Afternoon,

This email is to confirm our earlier conversation today 9/20/17 in relation to the Demobilization Plan and documentation closeout.

Per our conversation, I received the updated Demobilization Plan (see attached) which has been distributed to all branch leads. They have been notified to pass this form on to all USEPA personnel for proper demobilization procedures and documentation closeout. As per your direction, USEPA does not need to fill out the 221 Demobe form but must comply with all protocol listed in the Updated Demobilization Plan.

Alpha Branch –

We have in place as of 9/19/17 the Demobilization Unit at the request of IC Gary Moore which includes the Updated Demobilization Plan.

All electronic documents collected from USEPA Personnel to date have been saved in individual folders and named “Hurricane Harvey-Agency Name-Personnel Name”. I will be sending these folders to the R6HarveyLSC@epa.gov. Going forward USEPA will be notified by Demobe Unit to comply with process and email all electronic documentation to R6HarveyLSC@epa.gov.

For all hard copy documentation, direction was given to deposit all documents in Document Collection Boxes stationed at each Unit for processing by Alpha DOCL. Alpha DOCL is scanning all documentation, Naming in file structure **UIC-FormName-TeamName-GeneratorName-Date** i.e. **OB901A-214CG-ODR2-Bemis-090517**. If a section is unknown, it will be listed as NoDateListed or NoNameListed respectively.

An index log listing all documents processed will be included with the hard copy files being sent to Dallas REOC for final processing.

All electronic files have been saved to an external hard drive that will also be packaged in the box with hard copy documentation and index log.

Bravo Branch –

We have in place as of 9/19/17 the Demobilization Unit at the request of IC Gary Moore which includes the Updated Demobilization Plan

START Lead Jose Ojeda stated , at the request of USEPA OSC Branch Director Warren Zehner, all documentation was to be boxed up and sent to Dallas REOC for processing. ICP DOCL will not have access to process and Bravo Branch Docs will not be included in our final docs to REOC.

Charlie Branch –

We have in place as of 9/19/17 the Demobilization Unit at the request of IC Gary Moore which includes the Updated Demobilization Plan

To remain consistent in the outlying branches, ICP DOCL is requesting that Charlie Branch follow the same protocol as Bravo Branch and have all documentation boxed up and sent to Dallas REOC for processing. Please advise preference for processing Charlie Branch.

If there is anything you would like me to change, add or delete from this process, please let me know.

I look forward to hearing your decision on Charlie Branch processing.

Regards,

Gena Good

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DEMOBILIZATION PLAN for INCIDENT PERSONNEL

HURRICANE HARVEY
2017

GENERAL INFORMATION

All EPA employees must demobilize from the incident at the end of their rotation. Since there is no central Incident Command Post for all personnel, check-in and check-out will take place at each assigned duty station. Presently there are five locations: REOC – Dallas; Alpha Branch – Corpus Christi; Bravo Branch – Houston; Charlie Branch – Beaumont/Port Arthur; JFO/SOC – Austin.

Mobilized EPA personnel were responsible for bringing their own gear, equipment and supplies to the incident. For this reason, gear, equipment or supplies were checked out to incoming personnel on a very limited basis.

Lodging has been provided at different venues at all five locations. The majority of EPA personnel working at the REOC in Dallas and those working at the JFO/SOC in Austin made their own hotel reservations. Employees working at Bravo Branch in Houston were provided hotel rooms by the Logistics Section. Any employee housed in a hotel is responsible for payment of room charges via their own EPA travel card. Those assigned to Alpha Branch (Corpus Christi) and Charlie Branch (Beaumont/Port Arthur) were housed in EPA-leased trailers. There are no individual costs to EPA personnel housed in trailers.

NO ONE should have received authorization to use an EPA issued Purchase Card for any reason during their rotation. Please advise REOC Finance at R6HarveyFSC@epa.gov if you made any purchase(s) using an EPA issued Purchase Card. Please note – an EPA issued Purchase Card is not the same as an EPA issued Travel Card.

DEMOBILIZATION PROCESS

Everyone leaving (Demobing) the incident, regardless of where you are located, must: At least 24 hours prior to your demob date and time (last work day), submit an email (subject line: “Demob – YOUR LAST NAME” to the Operations and/or Planning Section Chief at your location along with a copy to R6HarveyLSC@epa.gov. In the email provide:

- Your name, your field supervisor’s name, demob date, and lodging information (hotel or trailer number) and
- Answer the following:

Yes	No	N/A	Copy this table and paste into your email
			I have EPA R6 equipment issued specifically for use during the incident. If yes, provide a listing of all equipment issued.
			I have turned-in all equipment provided by R6 to my immediate field supervisor. If yes, provide a listing of all equipment turned in.
			I generated hardcopy paperwork during my rotation.
			All hardcopy paperwork has been turned into my immediate field supervisor
			I generated electronic files during my rotation.
			All electronic files have been sent to R6HarveyDOCL@epa.gov .
			I will complete all overtime certification forms and have the forms signed by myself and home region supervisor before submitting to R6HarveyFSC@epa.gov .
			My People Plus and timesheets are properly updated to reflect all time charged to the Hurricane Harvey Mission Assignment account for regular time and overtime.

NOTE: Once you arrive back home, notify the Logistics Section- email to R6HarveyLSC@epa.gov